



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

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1. Application Date October 28, 1974		INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed NOV 15 1974 74-39 NOV 22 1974	
2. Agency Application No. 148		3. AGENCY, Division, Subdivision & Administering Office Address Georgia Department of Agriculture Fuel and Measures Division 19 Hunter Street, S. W. Atlanta, Georgia 30334		4. Person to Contact Olin Mullinax <i>BSC</i>	
5. Working Title Director		6. Tel. No. 656-3605		7. ACTION REQUESTED TO AMEND AND COMBINE DISPOSITION STANDARDS 485 and 486, DATED JAN. 21, 1973, INTO ONE STANDARD <input type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.	
8. Earliest & Latest Dates of Series 1955 to Date		9. Exact Series Title CERTIFIED PUBLIC WEIGHERS FILES			
10. What is the function of the office in which this record series is created? The Fuel and Measures Division is responsible for supervising and regulating the Fuel Industry in Georgia, and for assuring that weighing and measuring devices are accurate. The Division administers and supervises two inspection units; one for assuring that fuels meet certain specifications and the other for assuring that anything subject to being weighed and/or measured is checked accurately.					
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement). <i>Certifying</i> Documents relating to the certification of companies and individuals as Public Weighers. Included are: Applications for Certified Public Weighers License Permit; Evidence of Certified Public Weighers Bond (for companies); Applications for, and evidence of, renewal of licenses for those employed as public weighers by a company (which includes the weigher's seal and license numbers); Evidence of issue of Public Weighers Seals; and Copy of weighers license and; <i>ing</i> company and; Related correspondence. The files are arranged alphabetically by employing company.					
12. EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers Cu. Ft. of Records
Letter-size File Drawers		3	5.5		1 1/2 1
Legal-size File Drawers				Floor Space Occupied (Square Feet)	In Office(s) In Storage Area(s)
					V
					This Year's Last Year's Preceding Year's All Prior Years'
				AVERAGE DAILY REFERENCES	2

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? [X] []
14. Is there a duplication of this series in another office or agency? [] [X]
15. Is the information contained in this series ever summarized or published?
Attach copy of summary or publication. [] [X]
16. Does the series contain classified information requiring security handling? [] [X]
17. Does the series initiate, amend or terminate agency policies and procedures? [] [X]
18. Could the function be performed if the files were lost or destroyed? [X] []
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? [] [X]
20. Does the record series provide data as input to an EDP file? [] [X]
21. Does the record series contain documentation produced as EDP printout? [] [X]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? [] [X]
23. Will there be a need for these records 10, 15 years from now? If yes, what? [X] []

24. REQUIREMENTS. The following requires the files to be kept Indefinite years:

- a. [] STATE LAW b. [] STATUTE OF LIMITATION c. [] AUDIT PERIOD d. [] FEDERAL LAW e. [X] ADMINISTRATIVE DECISION f. [] HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - [] CALENDAR YEAR - [] FISCAL YEAR - [X] OTHER See Below, then:

- [] Hold in the current files area _____ month(s)/_____ year(s):
- [] Transfer to [] State Records Center [] Local Holding Area; hold _____ year(s):
- [] Destroy.
- [] Transfer to State Archives for permanent retention.
- [] Destroy immediately after cut-off.
- [X] Other: (Specify)

Cut off the active files at the end of each CY. Hold in the current files area 1 year; then destroy.

SEE ATTACHED MAINTENANCE INSTRUCTIONS.

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>[Signature]</i>	11/4/74		
26. Recommendations in paragraph 25 are:	Agency Head/Designee [X] Approved [] Disapproved	<i>Ellis D. Lick</i>	11/4/74
	State Auditor/Designee [X] Approved [] Disapproved	<i>William M. Dyer</i>	11-21-74
	Secretary of State/Designee [X] Approved [] Disapproved	<i>Carroll Hart</i>	11-18-74
	Attorney General/Designee [X] Approved [] Disapproved	<i>R. D. D. Shell</i>	11-21-74

STATE RECORDS
COMMITTEE

Department of Agriculture
Fuel and Measures Division
CERTIFIED PUBLIC WEIGHERS FILES

Item 25 continued.

MAINTENANCE INSTRUCTIONS: On June 1, 1973 and annually thereafter cut-off the files and place folders in the inactive files. Commence a new active file by creating folders for new Public Weighers and by withdrawing folders from the cut-off files and placing in the active files when weighers licenses are renewed. As folders are moved from the cut-off files to the active files, retain the evidence of bond in the folder, but remove and destroy all other papers which have no further value.